



EMPLOYMENT APPLICATION LABOR/TRADES JOBS ONLY

Office of Human Resources
101 Monroe St., 7th Floor Rockville, Maryland 20850
240-777-5000 TTY: 240-777-5126



Online submissions preferred at www.montgomerycountymd.gov

It is the policy and practice of Montgomery County to select new employees and to promote current employees based on qualifications only, without regard to race, religion, color, national origin, sex, marital status, age, sexual orientation, or disability. Each applicant appointed to a merit system position must meet all the requirements of that position. Such requirements may include successful completion of a verbal or written examination, a medical examination, and a confidential investigation, as well as the submission of certain documents.

Position Desired: _____ Requisition Number: _____
Dept/Division _____ Minimum Acceptable Salary _____
Date Available _____ Available For: Full-Time ☐ Part-Time ☐ Temporary ☐

I. Personal Data

LName _____ FName _____ MName _____
Address _____
City, State, Zip Code _____
Primary Phone (_____) _____ Secondary Phone (_____) _____ Other (_____) _____
Email address _____

II. General Information - All Applicants

Have you ever been employed by Montgomery County Government? Yes ☐ No ☐

If yes, have you had a break in service of 5 or more years? Yes ☐ No ☐

How did you hear about us?

Career Fair ☐ County Employee ☐ Employee Bulletin ☐ Internet ☐ Job Recording ☐
Newspaper/Magazine/Journal ☐ Other ☐ Poster ☐

Veterans Preference: Montgomery County reserves the right to require and/or obtain the complete verification of all information and the right to the final determination of eligibility for veteran's credit. Prior to appointment to a Merit system position, eligible veterans will be required to submit a copy of Form DD 214 for verification of military discharge information.

Are you claiming veteran's preference? Yes ☐ No ☐ (If yes, you must answer the questions below)

Have you been a resident of the State of Maryland for at least five (5) consecutive years preceding the date of your application for employment? Yes ☐ No ☐

Were you honorably discharged from any branch of the US armed service after serving at least one hundred and eighty (180) days of active duty? Yes ☐ No ☐

Were you separated from active duty in any branch of the US armed services within five (5) years preceding the date of your application for employment? Yes ☐ No ☐

Were you separated from active duty in any branch of the US armed services as a function of normal military retirement procedures? Yes ☐ No ☐

Were you previously appointed to a Merit System position with Montgomery County Government based on priority consideration as an eligible veteran? Yes ☐ No ☐

Position Specific Information (Motor Vehicle Operator's License: Only to be completed by applicants applying for positions in which driving is a requirement of employment)

Have you been driving for at least two (2) years? Yes ☐ No ☐

Do you possess a valid motor vehicle operator's license? Yes ☐ No ☐

Regular: Yes ☐ No ☐ CDL: Yes ☐ No ☐ Class: A ☐ B ☐ Other: _____
State Issued: _____ Expiration Date: _____ Date of Birth: _____

Residency (Only to be completed by Liquor Retail Candidates)

Are you a U.S. Citizen? Yes ☐ No ☐

Are you a Resident Alien? Yes ☐ No ☐

Internal Employees Only

Current Employment Status: Permanent ☐ Temporary ☐ Original Hire Date: _____
I am applying for: ADA Priority ☐ Promotion (Higher grade) ☐ RIF Priority ☐ Seasonal ☐ Temporary ☐
Transfer (Same grade) ☐ Voluntary Demotion ☐

III. Optional EEO Information (As part of our EEO & Diversity Management Program, we are required to maintain workforce statistics by race/ethnicity and gender. Submission of this information is voluntary and is kept confidential. EEO information will not be used for consideration in the selection process.)

Race Category: American Indian or Alaska Native ☐ Asian/Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐

Gender: Male ☐ Female ☐

IV. Educational Information

Highest level of education completed?

High School Diploma or GED ☐ College-Freshman Year ☐ 60 Credit hrs or 90 qtr. hrs ☐
Associates Degree or College-Sophomore Year ☐ College-Junior Year ☐ Bachelor's Degree ☐
Post Bachelor's Studies ☐ Masters Degree ☐ Post Masters Studies ☐ Doctorate (PhD, MD, JD, etc.) ☐

Major: _____ Date: _____ Degree: Yes ☐ No ☐ Credits: _____

Major: _____ Date: _____ Degree: Yes ☐ No ☐ Credits: _____

Are you fluent in a second language? Yes ☐ No ☐ Language: _____

Computer Skills: _____

V. Certification and Licensure Information (please include expiration date and license number)

VI. Work History (Present or Most Recent Position)

Employer Name: _____ Dates of Employment: _____

Address: _____ Phone Number: (____) _____

Reason for Leaving: _____ Salary: _____

Job Title and Duties: _____

Name and Title of Supervisor _____

Employer Name: _____ Dates of Employment: _____

Address: _____ Phone Number: (____) _____

Reason for Leaving: _____ Salary: _____

Job Title and Duties: _____

Name and Title of Supervisor _____

Employer Name: _____ Dates of Employment: _____

Address: _____ Phone Number: (____) _____

Reason for Leaving: _____ Salary: _____

Job Title and Duties: _____

Name and Title of Supervisor _____

Employer Name: _____ Dates of Employment: _____

Address: _____ Phone Number: (____) _____

Reason for Leaving: _____ Salary: _____

Job Title and Duties: _____

Name and Title of Supervisor _____

General Information: (Affirmative answers to the following questions will not automatically exclude you from employment consideration.)

Have you ever been dismissed or asked to resign from any position? Yes ☐ No ☐ If yes, please explain: _____

Have you ever been convicted of an offense in an adult court? Yes ☐ No ☐ If yes, please explain. _____

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

“UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.”

The Office of Human Resources must receive all applications on or before the closing date. In order to preclude a delay in the processing of your application, please be sure you have signed the form below and that you have answered every question clearly and completely. All mailed applications must be postmarked no later than the closing date of the announcement.

In order to preclude a delay in the processing of your application, please be sure you have signed and dated the form below and that you have answered every question clearly and completely.

I, the undersigned, certify that I have read and fully comprehend this form in its entirety and that the information herein provided is true and complete to the best of my knowledge. I understand that, should any statement I have made prove to be false, misleading or erroneous, it may result in the rejection of my application or in my discharge from the County service. In submitting this application, I further understand that it becomes the property of Montgomery County and will not be returned.

Note: All Applicants must acknowledge the notice above, by signature on the following space. Failure to sign will result in rejection of the application.

Signature of Applicant: _____

Date: _____

Thank you for your interest in employment opportunities with Montgomery County Government

MONTGOMERYCOUNTYMD.GOV

AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO WORKFORCE DIVERSITY